

Date: March 8, 2012

To: Members of the City Commission

CC: David L. Corliss, City Manager  
 Scott McCullough, Director of Planning and Development

From: Michael Eglinski

Subject: Staffing and fee levels for rental programs in 12 cities

I reviewed rental registration or licensing programs in 12 cities and found:

- The number of positions involved in the programs varied from one to seven with a median of 4. Keep in mind that rental program staff in some cities have other responsibilities such as general code inspection and enforcement.
- Fees to support the programs vary both in the amount of the fee and in the structure. Most cities have fees that increase with the number of units in multifamily housing.

The table summarizes information on staffing and fee levels for each of the cities. The information comes from city budgets, web pages and, in some cases, phone interviews with staff from the city.

City	Staffing (staff may have responsibilities beyond the rental program)	Coverage	Examples of base license or registration fees		
			Single family rental	Duplex	Apartment building with 5 units
Bloomington, IN	6 compliance officers	Rental properties	\$62.00	\$74.00	\$110.00
Corvallis, OR <sup>1</sup>	1 housing program specialist	Rental properties	\$11.00	\$22.00	\$55.00
Grand Forks, ND	2 inspectors and 1 administrative position	Rental properties with fewer than 3 units	\$20.00	\$40.00	n/a
Iowa City, IA	5 inspectors	Rental properties	\$150.00	\$167.00	\$235.00

<sup>1</sup> Corvallis' program does not include routine inspections. Instead, the program focuses on making referrals based on complaints about tenant-landlord issues.

Morgantown, WV	5 inspectors, 1 compliance officer, 1 coordinator	Rental properties	\$25.00	\$50.00	\$125.00
St Cloud, MN <sup>2</sup>	4 inspectors	Rental properties	\$106.00	\$118.50	\$168.50
State College, PA <sup>3</sup>	3 housing inspectors, 1 billing specialist	Rental properties	\$42.50	\$42.50	\$42.50
Bloomington, IL	1.5 positions	Rental properties	\$30.00	\$30.00	\$80.00
Champaign, IL	no rental program	No rental program	n/a	n/a	n/a
Normal, IL	1 housing inspector, 1 administrative position, 2 code enforcement officers	Rental properties	\$50.00	\$75.00	\$75.00
Urbana, IL	1.5 positions	Rental properties	\$50.00	\$60.00	\$105.00
Lawrence, KS	1 inspector	Rental properties in RS zones	\$25.00	\$25.00	\$25.00

Keep in mind that some of the variation in staffing levels relates to other tasks the inspection staff handle and the frequency that a city requires inspections of rental housing. For example, the six compliance officers in Bloomington, Indiana also work with CDBG programs and enforcing rules on weeds, refuse and sidewalk snow removal. Inspection frequency requirements also vary. For example, Iowa City requires inspections every two years while Morgantown requires inspections every three years.

I compiled the information in response to direction at the February 28, 2012 City Commission meeting. At the meeting, I presented the *Performance Audit: Rental Housing Licensing Program*. Commissioner Dever suggested including the communities of Champaign-Urbana and Bloomington-Normal. The other cities are from the list of similar cities I have used in prior work. All of the cities have significant populations of university students.

<sup>2</sup> St Cloud also requires landlords to attend crime free housing training provided by the police department. Police staff involved in providing the training are not included in the table.

<sup>3</sup> The Regional Council of Governments administers the rental housing program for State College.